



NEWS TO USE

A newsletter for PERSI employers

April 2008

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KEEPING EMPLOYER CONTACTS UPDATED

Maintaining current contact information is important to the effectiveness of the communication between PERSI and employers. To ensure employers get current, accurate and timely information, instructions, or materials from PERSI, we need to be notified whenever there's a change in contact personnel. To protect the confidentiality of information that's shared between PERSI and employers, it's critical to know whenever a point of contact changes.

The quickest and easiest way to let the Employer Service Center (ESC) know about a change is to simply call. The ESC phone number is 287-9525 in the Boise area or toll-free 1-866-887-9525 from elsewhere in the state. Another easy way to let PERSI know about a contact change is to send an email. This can be done from the PERSI Web site at www.persi.idaho.gov. From the Home page, click on the "Contact Us" tab and then on "Email" on the drop-down menu. Click on the Employer Service Center link to open a form you can complete and submit to ESC. (See example below.)

Contact Us

Please fill out the form below to relay any questions or comments regarding the Employer Service Center.

All fields are required.

Your Name:

Your Email:

Confirm Your Email:

Employer Name/Number:

Subject:

Message:

Send Email

To ensure you don't miss any important notices, announcements, meeting invitations, training opportunities, or your *News To Use*, please make it a priority to notify PERSI of contact changes as they occur. And don't forget to also let us know about any email address changes for new or existing contact personnel.



KEEPING EMPLOYEE MAILING ADDRESSES CURRENT

It's been almost one year since PERSI last reminded employers about the importance of keeping employee addresses up to date. Unfortunately, the problem of bad addresses still persists. Stacks of mail are regularly returned to PERSI, especially after statements or newsletters have gone out. The mail comes back to PERSI because of invalid address information. This can be frustrating to members who are waiting to receive forms, documents, or other materials from PERSI. It's also a concern — and added expense — for PERSI to continually dedicate staff to track down current mailing information and resend returned mail.



With the help of employers, the problem can be minimized. It is very easy for employers to

provide PERSI with mailing address information about employees:

PETRA

Employers who use PETRA for reporting purposes can type in the new mailing address information in the employee's detail record.

Paper

Employers who submit paper transmittals should write the new mailing address on their report and mark it "Address Change."

Electronic

Employers who submit their reports electronically can revise the information in their payroll system, which should be programmed to automatically update the records on their next transmittal.

Please remind your employees to always give you their new address if they move, and then be sure you submit the change to PERSI with your transmittal. Thanks for helping us reduce the amount of returned mail we get each month.

Notes

Final reminder: Be sure to let your employees know about the **FREE** Money Matters workshop hosted by the Coalition for Financial Literacy on April 18, 2008 from 8:30 a.m. to noon at the Nampa Civic Center (311 Third St. South, Nampa). PERSI will be presenting part of the program. Interested parties should call (208) 378-0200 ext. 751 to register. A continental breakfast will be provided.

PERSI Retirement Specialist **Shasta Luper's** daughter McKynna was diagnosed with leukemia in 2006. On March 15th this year, Shasta shaved her head as part of the annual St. Baldrick's Day national head-shaving fundraiser to raise money for childhood cancer research. Also shaving her head was **Caleigh Conn**, the daughter of PERSI Retirement Specialist **Lisa Conn**. The 10-year-old said she did it to let people know "that anything is possible, even finding a cure for cancer." For more about the fundraiser or St. Baldrick's, visit www.stbaldricks.org. St. Luke's Mountain States Tumor Institute will receive a good portion of the \$25,000+ raised in Boise. Next month, Shasta is traveling to Washington, D.C. to lobby for cancer research funding from Congress.

Frank Dye has joined PERSI as a Retirement Specialist in Pocatello. He replaces Roger Bartlett who retired last fall. Previously, Frank served 3 years as the business manager for the Cascade School District and 2½ years in a similar position with the Glens Ferry School District. He has a bachelor's degree in business from the University of Maryland and a master's degree in technology education from Idaho State University.